

**Negotiated Agreement**

**Asbury Park Board of  
Education**

**and**

**Asbury Park Education Association**

**July 1, 2006-June 30, 2009**

**Adopted  
Asbury Park Board of Education  
September 21, 2006**

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**PREAMBLE**

In accordance with the provisions of N.J.S.A. Title 34:13A-5.1 et. seq. the BOARD OF EDUCATION OF THE CITY OF ASBURY PARK and the ASBURY PARK EDUCATION ASSOCIATION, INC., for themselves, their successors and assigns, hereby mutually agree as follows:

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## ARTICLE I RECOGNITION

A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning grievances and terms and conditions of employment for all personnel whether under contract, on leave, or a per diem basis, employed or to be employed by the Board including:

1. All certified members of the professional staff, including Facilitators/Coaches but specifically excluding all other administrative and supervisory personnel, physicians, dentists, and psychologists, and Confidential Secretaries, Assistant Superintendent, Business Administrator, and including also,
2. Effective January 2, 2004, all regularly employed Adult Learning Center and maintenance, health and safety employees, (See certification of representative dated January 2, 2004, attached hereto) and including also,
3. Non-certified employees of the (1) custodial and maintenance staff, (2) teacher aide staff, (3) secretarial staff, (4) security guards and attendance officers, (5) cafeteria employees, (6) employees in the Information Technology Center (ITC) (7) and Media Coordinators, and (8) Environmental Safety Coordinator.

- B.
1. Unless otherwise indicated, the term "teachers" when used hereinafter in this Agreement shall refer to all professional employees represented by the Association in the negotiating unit as above defined, and reference to male teachers shall include female teachers.
  2. Non-professional employees shall be referred to as custodians, teacher aide staff, secretarial staff, security guards, attendance officers, cafeteria employees, maintenance, health and safety employees and non-professional Information Technology Center employees. (as referenced in award as included categories)
  3. Professional and non-professional employees, as defined herein above, are to be designated as members of the Collective Negotiating Unit. The term Collective Negotiating Unit, when used hereinafter in the Agreement, shall refer to both professional and non-professional employees, unless either is specifically excluded.

## ARTICLE II NEGOTIATIONS PROCEDURE

In accordance with the provisions of the New Jersey Employer-Employee Relations Act (N.J.S.A. 34:13A-1 and 34:13A-13) representatives of the Asbury Park Education Association and the Asbury Park Board of Education agree to commence negotiations on a successor agreement no later than January 1<sup>st</sup> of the year in which this Agreement terminates.

### **ARTICLE III**

#### **GRIEVANCE PROCEDURE**

1. Under the Binding Arbitration Grievance Procedure, a grievance is defined to mean an alleged violation of the contract or Board policy.

#### **3. General**

1. A grievance to be considered under this procedure shall be presented by the grievant or his representative not later than thirty (30) calendar days following its alleged occurrence.
2. The Association shall have the right to have up to two (2) representatives present at all steps.

#### **3. Procedure**

##### **1. Level One**

Any employee who has a grievance shall discuss it first with his immediate supervisor in an attempt to resolve the matter informally at that level.

##### **2. Level Two**

If, as a result of the informal discussion with the immediate supervisor, the matter is not resolved to the satisfaction of the grievant within five (5) school days of the informal conference, the grievant shall set forth his complaint in writing to his immediate supervisor. The statement shall include the nature of the grievance, the loss to the grievant, the result of his previous discussion, and his dissatisfaction with the decision previously rendered. The immediate supervisor shall communicate his decision to the grievant in writing within five (5) school days of receipt of the written complaint.

##### **3. Level Three**

The grievant may appeal the Level Two decision to the Superintendent of Schools. The appeal to Level Three must be made in writing and within five (5) school days of the grievant's receipt of the Level Two decision. The Superintendent of Schools shall render his decision in writing within ten (10) school days.

##### **4. Level Four**

If the grievance is not resolved at Level Three, the grievant may submit his grievance to the Board of Education no later than ten (10) days after receipt of the Superintendent's decision in Level Three. The Board of Education shall review the grievance and render a decision in writing within thirty (30) calendar days of its receipt of the grievance.

##### **5. Level Five**

- a. If the grievance is not resolved at Level Four, the grievant may request that the matter be submitted to arbitration. Such request for arbitration must be submitted to the Superintendent of Schools not later than fifteen (15) days after receipt of the decision by the Board.

The Association shall determine what grievances shall be submitted for arbitration. Individuals do not have the independent right to file for arbitration. The APEA Executive Committee shall make this determination.

- b. The parties shall attempt to mutually agree upon arbitrator, but if they are unable to reach agreement, they shall request that the Public Employment Relations Commission appoint an arbitrator in accordance with PERC's rules.

- c. The arbitrator shall confer with the representatives of the parties and hold appropriate hearings and submit his decision in accordance with the rules of PERC. The arbitrator shall be without power or authority to make any decision, which modifies any provision of this Agreement or Board policy. The decision of the arbitrator shall be binding both parties.

- d. The following matter shall not be subject to binding arbitration except as specifically provided for in this paragraph. The nonrenewal of a nontenure teacher contract shall not be subject to binding arbitration except as follows—at the conclusion of the first nontenure year in Asbury Park, the Board of Education shall have in its sole discretion the right to grant either a "probationary" contract or a "permanent nontenure" contract; if the Board of Education grants a "permanent nontenure" contract and then, at the conclusion of that second year, elects to terminate that teacher, said teacher may grieve to final and binding arbitration the nonrenewal; if the teacher at the conclusion of the first year is granted a "probationary" second year contract, and the Board of Education elects at the conclusion of this second year

probationary contract not to renew for a third year to said probationary teacher, then such teacher shall have the right, at the conclusion of the third year, to take a nonrenewal for a contract to final and binding arbitration.

#### **Miscellaneous**

1. The Association may commence grievances at the level that can render the relief sought, but in no case shall this be higher than the Superintendent.
2. The costs for the services of the arbitrator shall be equally borne by the Board and the grievant.
3. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
4. It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

## **ARTICLE IV EMPLOYEE RIGHTS**

- A. No employee shall be disciplined except for just cause.
- B. Each employee shall have the right to review his or her personnel file, at reasonable times during working hours, in the presence of an administrator. No material critical of an employee's conduct, service, character or personality shall be placed in his personnel files unless the employee has had an opportunity to review the material. The employee shall acknowledge having reviewed such materials and having received a copy of them by immediately affixing his/her signature to an attached receipt to be filed with the express understanding that such signature in no way indicates agreement with the contents. If the employee refuses to sign the document, the administrator shall make a notation in the file to that effect. The employee shall also have the right to submit a brief written response pertinent to such critical material within five (5) school/business days. This response shall be attached to the file document.
- C. Proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the Asbury Park Education Association before they are established. This clause shall expire upon the expiration of this Agreement or the repeal of Chapter 303 of the Laws of 1968, whichever shall occur first. Nothing herein contained shall deny the right of the Board of Education to terminate benefits not granted in accordance with policies heretofore adopted by the Board of Education.
- D. Any criticism of an employee's performance or instructional methodology by a supervisor, administrator, or Board member shall be made in confidence and not in the presence of students, parents, other employees or members of the public. The reverse shall also be true. If any such criticism or complaint is received by the administration, the employee will be promptly notified of the complaints.
- E. Except in case of emergency, whenever any employee is required to appear before the superintendent, Board or any committee thereof concerning any matter which could adversely affect the continuation of that employee in his/her office, position or employment or the salary or increments pertaining thereto, then he/she shall be given twenty-four hours (one day) prior written notice of the reasons for such meetings or interview and shall, upon request, be entitled to have representative(s) of the Association present to advise him/her and represent him/her during such meeting or interview.
- F. Any suspension of any employee pending charges shall be pursuant to statute.

ARTICLE V  
LEAVES OF ABSENCE

1. **Sick Leave:** In granting leaves of absence, it shall be the policy of the Board of Education to grant leaves of absence for personal illness, injury, or quarantine in accordance with the following rules and regulations.

1. In conformity with N.J.S.A. 18A:30-1, et seq., staff members shall be allowed sick leave with full pay for twelve (12) days during each school year.
2. If any staff member shall utilize less than twelve (12) days of sick leave with full pay allowed by N.J.S.A. 18A:30-1, et seq., the number of days in twelve (12) not utilizing during any school year shall accumulate without limit for additional sick leave with full pay during the subsequent years.
3. Sick leave shall mean the absence from his or her duty of any staff member on account of personal disability due to illness or injury, or on account of quarantine for the presence of a contagious disease in his or her immediate household.
4. Teacher shall mean teacher, librarian, school nurse, or any certified member of the instructional staff. These sick leave provisions shall extend also to all secretarial and custodial employees, and to other non-certified staff members. These sick leave provisions do not apply to part-time employees.
5. When absence on sick leave exceeds five (5) successive school days, a physician's certificate covering the period shall be filed with the Superintendent of Schools.

B. **Critical Illness in the Family:** In the case of critical illness of a parent, brother, sister, husband, wife, or child, irrespective of residence and in the case of critical illness of a relative who is a member of the staff member's household, no deduction shall be made provided such absence does not exceed three (3) days.

C. **Death of a Family Member:** Five (5) school days on account of the death of a member of the staff member's immediate family shall be excused without loss of salary.

1. The term "immediate family" as used in C above shall be understood to include the following: wife, husband, father, mother, child, brother, sister, mother-in-law, father-in-law, grandmother, grandfather, foster

children, step children, domestic partners or a relative who, at the time of death, has been a member of the staff member's household.

2. For absence beyond limit of five (5) days allowed in case of death of a member of the staff member's immediate family or other relative who, at the time of death, has been a member of the staff member's household, the minimum pay for a substitute (half-pay for non-certified) employee shall be deducted. For absence due to death of any person not covered by these rules and regulations, a full deduction will be made. Approval of the Superintendent is required for absences in excess of the five (5) days in paragraph C, above.

D. **Marriage:** In the case of the marriage of a staff member, or a staff member's parent, brother, sister, or child, a deduction of the minimum pay of a substitute (half-pay for non-certified employees) shall be made for absence for the day of the wedding. Proof may be required.

E. **Court:** In the case of absence from school by reason of subpoena of a court, no deduction in salary shall be made, provided the subpoena is filed with the Secretary of the Board and the staff member is not party plaintiff to the suit.

F. **Tardiness:** Six (6) instances of tardiness in reporting for duty, unexcused by the Superintendent of Schools, shall count as one-half day's absence, and a corresponding deduction shall be made.

G. A day's salary for employees working on a ten-month-per-year basis is defined as 1/200 of the annual salary. A day's salary for employees working a twelve-month-per-year basis is defined as 1/240 of the annual salary.

H. If an employee is absent for a number of days for causes other than sick leave, and during the period of absence of a holiday occurs, deduction for such holiday shall be the same as for the proceeding days. If the holiday occurs at the beginning of the period of absence, or at the end of the period of absence, deduction shall be made for such holiday.

I. Staff members absent for causes other than personal illness for a majority of the days the schools are in session during September, December, and June or immediately preceding or following a school vacation period shall be paid only for the days of actual service.

J. **Unpaid Leaves of Absence:** Leaves of absence with full loss of pay, excepting that to which staff members are entitled under the provisions of sick leave, may be granted by the Board for a limited and definite period.

K. All requests for leave for a definite term should be addressed to the Superintendent of Schools in writing and should indicate the reason for the

contemplated absence and the date on which the staff member expects to return to duty.

**Personal Leave:** Full-time ten (10) month employees shall be granted three (3) days of absence for conducting personal business when such business cannot be conducted during out of school hours. Twelve (12) month employees shall be granted four (4) such days of absence. Requests for this leave shall be submitted in duplicate to the Superintendent in writing at least three (3) days in advance of the desired absence, except in an emergency. In such emergency cases, the Board may require a more specific explanation of the circumstance giving rise to the emergency. Such leave may not be granted for the day immediately preceding or following a school vacation period. The Superintendent may not deny leave arbitrarily. If requests are disapproved, the Superintendent shall post the reason. Should any of the days provided by this section be unused at the end of the school year, they will be added to the accumulating sick leave as provided in Paragraph A2.

#### 1. **Association Business Days**

1. Up to twelve (12) days may be granted to selected officers of the Asbury Park Education Association to attend conferences and conventions of state and national affiliated educational organizations. The Association President shall have the discretion to assign Association business days. Notification of intent to utilize this leave shall be submitted in duplicate to the Superintendent of Schools at least five (5) school days in advance of the desired absence.

2. One (1) custodial and one (1) maintenance representative each shall be permitted to attend the N.J.E.A. Convention in Atlantic City.

3. Staff members employed in summer school program conducted by the Board of Education shall be allowed two (2) days of sick leave with full pay. Such sick leave shall not be accumulative and shall be applicable only during the term of the summer school program.

4. Whenever the Board of Education employs any person who has an unused accumulation of sick leave days from another school district in New Jersey, the Board shall grant, no later than the end of the first year of employment, full credit therefore. Credit shall only be granted after the employee provides a certified record of the unused, accumulated sick days. The amount of this credit is hereby fixed by this resolution of the Board and is uniformly applicable to all employees and subject to the provisions of Chapter 30 of N.J.S.A. Title 18A, Education.

5. Employees shall be given a written accounting of accumulated sick leave days no later than October 15 of each school year.

Q. For ten-month employees starting at their employment after September 1 and twelve-month employees starting after July 1, all paid leave time shall be calculated on a prorated basis in proportion to the number of months remaining in the school year with fractions of a day rounded off to the next whole day. The total amount of such prorated leave shall be available to the employee from the first day of employment. (Probationary employees shall receive a prorata share of sick leave based upon the length of the probationary period.)

R. Personal days, sick days and holidays that are granted to all other twelve (12) month staff shall be maintained for the Information Technology Center staff. (see p. 49 of award)

S. The Board shall grant leaves under the New Jersey Family Leave Act and the Federal Family and Medical Leave Act consistent with the requirements of those two statutes.



**ARTICLE VI**  
**FAIR DISMISSAL POLICY**

or those employees who are not covered by tenure, there is a 90-day probationary period during which the Board of Education may terminate, without any review, a probationary employee; however, after the completion of the probationary period, termination would be subject to binding arbitration.

**ARTICLE VII**  
**RETIREMENT**

- A. Employees who qualify for regular or early retirement (generally age 55 with 25 years of service in the pension fund) and have not less than 15 years of service in the Asbury Park School System shall be reimbursed for unused accumulated sick time at the rate of \$55.00 per day for teachers in 2006-07 (\$60.00 in 2007-08 and \$65.00 in 2008-09), to a maximum of \$15,000 and \$45.00 dollars per day for non-professional employees in 2006-07 (\$50 in 2007-08 and \$55.00 in 2008-09) to a maximum of \$12,000, provided that the employees retires effective at the end of the school year (June 30, 2007, 2008, and 2009 respectively), and has given notice of retirement no later than January 1 of that school year. Employees who retire prior to the end of the school year (before June 30) shall be compensated at the rate of \$20.00 per day for teachers and \$15.00 dollars per day for non-professional employees. Any change by the TPAF or the PERS regarding the definition of regular or early retirement having impact upon this Article shall cause the re-negotiation of this Article or the Agreement.

## **ARTICLE VIII SALARY SCHEDULES**

1. The Teacher's Salary Guides for the new Agreement shall be set forth in Schedule A.
2. A teacher who is assigned to grades K through 12 and who is required to cover a teaching period during that teacher's regularly scheduled preparation period (not common planning time) shall be compensated at the rate of \$25.00 per period for each full period covered in 2006-07; \$30.00 in 2007-08 and \$35.00 in 2008-09.
3. The Secretarial Salary Guide shall be as set forth in Schedule B. The Secretarial Salary Guide has been mutually developed. The Insurance CAP provision shall be the same as the teachers.
4. The Custodial and Maintenance Salary Guide shall be as set forth in Schedule C. The Custodial and Maintenance Salary Guide has been mutually developed. The insurance CAP program shall be the same as the teachers.
5. The Salary Guide for the Cafeteria Staff, Attendance Officers, Security Guards, Aides, Behavior Management Technicians, and Coaches shall be set forth in Schedule D. The Salary Guide has been mutually developed. The Insurance CAP shall apply in the same manner as the teachers.
6. As a general provision, newly hired teachers will not be hired on the salary guide at a higher position than currently employed teachers with equal total teaching experience, provided, however, that management shall have the right to make exceptions when, in its sole judgment and discretion, it appears in the best interest of the Board to do so.
7. Effective July 1, 2002, Curiosity Corner Coaches and Facilitators/Coaches shall receive 5% above their contractual salary and placement on the 2002-2003 salary guide. Commensurate with the twelve (12) month employment for Curiosity Corner Coaches and Facilitators/Coaches, on July 1, 2003, their salaries shall be increased by 20%. (See p. 52 of August 13, 2002 award). If these positions are no longer twelve (12) months, this provision shall no longer apply.
8. Staff members whose positions are not on a salary guide, for example, media coordinator and health and safety coordinator, and employees in the ITC shall receive 4.9% raises effective July 1 of each year of this

agreement, provided that they meet the requirements to obtain their increments.

9. The starting salary for professional employees, ie. Computer Technicians, at the Information Technology Center shall be \$43,000 in 2006-07, \$43,500 in 2007-08 and \$44,000 in 2008-09.

10. The District shall create three stipend positions for designated managers of the Information Technology Center at \$2,000.00 each.

11. The District shall pay a \$1,500.00 stipend for the continuation of the district web page.

12. Co-curricular and extra pay positions shall receive same salary percentage adjustments as the teaching staff members for the duration of this agreement, except as follows. The Association and Board agree to establish effective on the date of ratification a committee for the purpose of correcting the structure and inequities in the Head and Assistant Guides for Athletics.

The Association and Board shall appoint three (3) individuals each to serve on this committee. The committee renders its recommendation for adoption subject to the parties' approval said committee's recommendations shall be made by 9/1/06. The agreed upon percentage for each year shall be applied to the guide. The cost of the revised guides for 2006-07 shall not exceed the 2005-06 athletic stipends increased by the 2006-07 agreed upon percentage.

The parties agree that the Strength and Conditioning Coach should be three separate seasonal appointments. Any stipend adjustments necessary to reflect this will be funded by the Board, any increase in the stipend will be funded from within the agreed upon percentage.

13. The summer school and student contact rate shall be \$30.00 per hour in 2006-07 and \$35.00 per hour in 2007-08 and 2008-09.

14. The non-contact rate shall be \$25.00 per hour in 2006-07 and \$30.00 in 2007-08 and 2008-09.

15. Non certificated staff such as Paraprofessionals, and Non Certificated Technology Coordinators shall be paid \$20.00 per hour for the duration of the contract for extra performed duties during the summer and after school.

16. Cafeteria Workers shall be paid their hourly rate of pay for work performed in the summer.

17. Non instruction student contact (as per sidebar agreement signed on 2/7/06)

06/07 \$27.50  
07/08 \$30.00  
09/09 \$30.00

18. Security guards shall be paid \$20.00 per hour for security worked performed during the summer.

## ARTICLE IX TEACHERS' WORKING HOURS AND LOAD

### A. Instructional Assignments (Elementary School)

1. Effective September 1, 1995, instructional time for elementary school teachers shall be increased by twenty (20) minutes per day over the 1994-95 school year levels. Ten (10) minutes shall be drawn from duty time before the start of the current pupil day and ten minutes from the duty time after the end of the current pupil day. This shall not result in a longer workday.

### B. Instructional Assignments (Secondary Teachers)

1. The instructional load for all Secondary Teachers (Middle and High School) shall be thirty (30) periods per week.

### C. Faculty, Departmental, and/or Grade Level Meetings

Effective September 1, 2006, all teaching staff members shall be required to attend a maximum of 11 after school meetings, nine (9) of which shall not exceed 45 minutes, two (2) shall not exceed 60 minutes excluding 15 minutes of travel time (75 minutes maximum).

Teaching staff members shall be provided at least one (1) week's notice of a meeting, except in case of an emergency.

### D. Parent Teacher Conferences

1. Effective September 1, 2002, all teachers shall be required to attend two (2) evening parent conference sessions per year, lasting a maximum of two (2) hours per session, with one (1) to be scheduled during the Fall and one (1) to be scheduled during the Spring. On days when evening parent conferences are scheduled, schools shall be scheduled pursuant to an In-Service day schedule and teachers shall be dismissed early with the students. The Board is examining the efficiency of evening parent conferences at the High School level. If it determines that evening conferences are unnecessary, no half days will be scheduled at the High School, but staff members will make themselves available to meet with parents at mutually acceptable times.

## Work Year

1. Effective September 1, 1995, the Board of Education may add up to one (1) additional day to the school year to be scheduled for staff development activities, such day to be scheduled for staff at any time between Labor Day and the end of the school year at the sole discretion of the Board.

2. Effective September 1, 2006, one additional orientation in-service day (in addition to the one in (E)1, above, will be scheduled for all new staff hired for the year and anyone else who would like to participate. It will be scheduled before the start of the regular school calendar for the maximum time similar to an abbreviated school day. This may be scheduled on September 1 or during the last week of August).

## Work Day

Effective September 1, 2006, the teacher work day at the elementary schools shall not exceed six hours and forty minutes (6:40); at the middle school, six hours and forty five minutes (6:45), and at the high school, seven hours (7:00).

The ten (10) minutes total added to the Elementary School day, i.e.: five (5) minutes before the start of school and five (5) minutes at the end of school, beginning September 1, 2006, is for the purpose of non pupil contact time (non-instructional time). The Elementary School day will change from six (6) hours and 30 minutes to six (6) hours and 40 minutes.

There will be no added time to the High School or Middle School. High School homeroom period will be reduced by ten (10) minutes to permit staff to supervise students upon their arrival in the morning.

## Back to School Night and Other Evening Activities

Teachers will attend Back to School Night (maximum of two (2) hours) with an abbreviated day for students, security guards and teaching staff. With the exception of secretaries, paraprofessionals, security guards, cafeteria workers, custodians and maintenance employees that are not scheduled to work, teaching staff members and security guards (in uniform) will return for Back to School Night.

One additional co-curricular activity will be scheduled by the staff member with the approval of the building administration for a maximum of one and one-half hours. High School Graduation may satisfy the co-curricular activity for the High School staff. In case of emergency, as determined by the High School Principal, the Principal may authorize an alternate activity.

## H.

## Nurses

Because they are not assigned teaching duties, nurses shall be entitled to two (2) fifteen minute breaks each day, subject, of course, to the needs of the school to which they are assigned. If the break is interrupted, they shall be given an opportunity to make up the lost time within the same day.

**ARTICLE X**  
**GRADUATE CREDITS/SALARY ADJUSTMENT**

The Board Secretary will submit to the Asbury Park Education Association a list of all employees represented by the Asbury Park Education Association and their contract salaries prior to September 1<sup>st</sup> of each school year.

Any adjustment to any salary after September 1<sup>st</sup> shall be reported to the Asbury Park Education Association along with a reason for such adjustment.

All teachers hired after February 2003 must have Masters Degree or they shall have seven (7) years within which to obtain that Masters Degree. If at the end of the seven (7) years they do not have an earned Masters Degree, then they are frozen on that particular salary guide step and will only receive the step increases by each contract year, but will not move off of that step until they have secured their Masters Degree. (see pp. 52-53 of 8/13/02 award)

Effective July 1, 2003, the Board shall reimburse teachers for six (6) credits per year at the State College rate for graduate courses. Effective July 1, 2003 - June 30, 2004, that rate shall be \$358.00. Thereafter, the State College Rate shall be adjusted annually in accordance with the existing procedures the parties are utilizing to determine which colleges/universities are part of the State Rate. (see 5/20/04 award) Courses taken by classroom teachers in fields other than those for which they are certified must be non-instructional areas. Graduate courses taken by teachers in the fields of Guidance and Pupil Personnel Services, for example, qualify under the agreement. Courses in Administration and Supervision do not. All courses should have prior approval of the Superintendent of Schools. In the event the teacher shall fail to obtain the prior approval of the Superintendent of Schools, but in the exercise of his sole discretion it shall appear that the course is one which he might have granted prior approval, he may then grant subsequent approval of said course, but no rights shall accrue until the time actual approval is granted.

**ARTICLE XI**  
**INSURANCE PROTECTION**

A. 1. The Board of Education agrees to provide the payment of premiums to maintain the current medical, dental, and prescription benefits for the life of the Agreement. The Board, however, shall not be required to pay premium rates in excess of those rates in effect on April 30, 2001.

a. Effective July 1, 1998, co-payment for prescriptions shall be increased from \$2.00 to \$5.00 for non-generic prescriptions, and \$1.00 for generic prescriptions.

2. The Health Benefits Plan Insurance CAP Program shall be suspended for the duration of this Agreement. However, the suspension will terminate at midnight on June 29, 2001, and the CAP Program will be re-instituted as of June 30, 2001, at the rates in effect April 30, 2001.

B. Eligible employees are defined as those permanent, full-time employees who are not presently receiving similar family health benefits coverage under any plan as a result of the employment of a spouse or other member of the employee's family. It is expressly intended that the Board of Education will not pay the premiums for similar family coverage for any employee presently receiving or presently eligible to receive similar family insurance coverage under any conditions of employment of a spouse or other member of the employee's family. Individual's who are presently eligible to receive these benefits from the Asbury Park Board of Education shall become ineligible at such time in the future when they become eligible to receive family insurance coverage through the employment of a spouse or other member of their family.

C. The Board will provide a catastrophic medical insurance policy, which will supplement the State Health Benefits Plan one million dollar (\$1,000,000.00) maximum lifetime benefit for major medical coverage. The Board will pay the premium for such supplemental policy for all employees. The employee will pay the premium for such coverage for their dependants, which the Board represents, is approximately \$7.84 per dependant, per month. Employees are not obligated to purchase said supplemental coverage for their dependants.

## ARTICLE XII

### DEDUCTIONS FROM SALARY

#### **Dues Deductions**

The Board agrees to deduct from the salaries of its staff members dues for the Asbury Park Education Association, the Monmouth County Education Association, the New Jersey Education Association, the National Education Association, or any one or any combination of such associations as said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A. 52:14-15.9) under rules established by the State Department of Education. Said monies, together with records of any collections, shall be transmitted to the Treasurer of the Asbury Park Education Association by the 15<sup>th</sup> of each month following the monthly pay period in which deductions were made. The Association Treasurer shall disburse such monies to the appropriate Association or Associations.

#### **Savings Deductions**

In accordance with N.J.S.A. 40:11-26, the Board of Education authorizes and directs the Secretary of the Board to transmit to the Treasurer of the First Financial Federal Credit Union the fixed monthly deductions withheld from employees enrolled in the savings plan. Deductions are to be transmitted to the Treasurer of the First Financial Federal Credit Union on a semi-monthly basis. Each employee shall indicate in writing fixed deductions made from his compensation for payment to said credit union. Any such written authorization may be withdrawn upon filing of written notice of said withdrawal with the Secretary of the Board; however, the amount to be deducted shall remain fixed during the duration of the fiscal year or school year and shall not be subject to change with the exception of the aforementioned withdrawal. This action shall become effective for the beginning of the school year immediately following the adoption of the resolution.

#### **Savings Deduction (Tax Sheltered Annuity)**

1. That the Secretary of the Board of Education of the City of Asbury Park be authorized and directed to take such actions as are reasonable and necessary to effect the purchase of such annuities under group annuity contract or contracts issued by any insurance company authorized to sell tax sheltered annuities in the State of New Jersey and to approve, on behalf of the Board of Education, employees' agreement with the school district for reduction in contract salary, the amount of such reductions with respect to each employee to be remitted to any insurance company authorized

company to sell tax sheltered annuities in the State of New Jersey for the purpose of effecting such annuities.

2. Employees may enroll January 1<sup>st</sup> with a cut-off date of December 15<sup>th</sup>
3. Employees may enroll September 1<sup>st</sup> with a cut-off date of August 15<sup>th</sup>.
4. Deductions are to be made bi-monthly January through June and September through December for ten (10) month employees, with no deductions being made during the month of July and August for the tax sheltered annuity. Twelve (12) month employees who participate in the Tax Sheltered Annuity Savings Program shall have deductions made bi-monthly for all twelve (12) months including July and August.

#### **D. Representation Fee**

1. If any employee does not become a member of the Association during any membership year which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.
2. Prior to the beginning of each membership year the amount of said representation fee shall be certified to the Board by the Association, which amount shall not exceed 85% of the regular membership dues, fees, and assessments charged by the Association to its own membership.
3. Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct the representation fee in equal installments, as nearly as possible for the paycheck paid to each employee on the aforesaid list during the remainder of the membership year in question.
4. The employer shall remit the amount deducted to the Association monthly, on or before the 15<sup>th</sup> of the month following the month in which such deductions were made.
5. These deductions shall commence thirty (30) days after the beginning of employment in the unit or ten (10) days after re-entry into employment in the unit.

6. The Association shall establish and maintain at all times a demand and return system as provided by N.J.S.A. 34:13A-5.5 (c) and 5.6, and membership in the Association shall be available to all employees in the unit on an equal basis at all times. In the event the Association fails to maintain such a system or if membership is not so available, the employer shall immediately cease making said deductions.

7. The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits, and other forms of liability that shall arise out of, or by reason of, any action taken or not taken by the Board for the purpose of complying with any of the provisions of this article. The Association shall intervene in, and defend, any administrative or court litigation concerning this provision. In any such litigation, the board shall have no obligation to defend actions arising under this article, but, once compelled to do so, the Association shall reimburse the Board for all reasonable costs incurred in defending or participating in such litigation.

## ARTICLE XIII OVERTIME AND HOLIDAYS

A. Any extra duties for which overtime pay is provided for custodial and maintenance personnel and which, because of the nature of the duty, can be carried out by any employee regardless of skill (i.e., custodial service at school functions) shall be distributed in order of rotation to all the employees in each individual school. If such duty is declined by an individual, the next individual in rotation shall be offered such duty. Any new personnel in an individual building will be placed at the bottom of the existing list.

B. The workweek for custodial and maintenance shall consist of forty (40) hours and five (5) days, Monday through Friday.

1. Call-in time for custodial and maintenance shall be established at the level of not less than a minimum of two (2) hours for call in.

2. Custodial and maintenance employees who are called back to work on an emergency overtime basis before the start of the regular work day for the purpose of snow removal may, at the sole discretion of the Supervisor, be released from work at noon or at any time thereafter provided that all necessary work has been completed and, further provided that they remain available for emergency recall duty in the event of further snow. Employees released from work under such circumstances shall suffer no loss in pay and no reduction in overtime pay earned.

C. Overtime pay shall be paid at the time and one half (1 ½) the employee's regular pay.

1. Any custodians employed on the night shift shall be paid a differential of an additional \$10.00 per day they are so employed.

2. Secretarial, Security guards and cafeteria staff employees shall be paid overtime pay at the rate of time and one half (1 ½) the regular rate of pay for all hours worked in excess of eight (8) hours in a single day provided that the employee shall have worked a minimum of thirty-five (35) hours in the week during which the overtime hours occurred.

3. All secretaries who use their home phone to call substitutes are to be paid at time and one half (1 ½) their hourly rate of pay. If a secretary spends 25-30 minutes making those calls, she is to be paid for one hour of overtime at time and one-half her hourly rate of pay. If any secretary spends more than one hour making such calls, she will only

be paid for one hour at time and one-half her hourly rate of pay. (see p. 49 of 8/13/02 award and p. 7 of 5/20/04 award)

D. Holidays—Custodial and Maintenance Personnel

Holidays will be allowed with full pay for all custodial and maintenance personnel as follows:

1. Independence Day, July 4 (total one [1] day)
2. Labor Day (total one [1] day)
3. Columbus Day (total one [1] day)
4. Veterans Day (total [1] day)  
By the first day of school in September, the date on which Veterans Day holiday shall be observed shall be fixed.
5. Thanksgiving: Thanksgiving Day and the following Friday (total two [2] days)
6. Christmas Eve: Whenever Christmas Eve shall fall on a regular workday, one (1) full day's leave on that day will be granted
7. Christmas Day (total one [1] day)
8. New Year's Eve and New Year's Day (total [2] days, provided that these days fall on regular working days)
9. Martin Luther King's Birthday (total one [1] day)
10. Washington's Birthday (total one [1] day, provided that school is not in session)
11. Easter: Good Friday and Easter Monday (total two [2] days)
12. Memorial Day (total one [1] day)

E. Vacation Policy and Procedures

The following procedures govern the application of vacation benefits for twelve-month secretarial and custodial/maintenance staff members, Facilitators/Coaches, Curiosity Corner Coaches and employees of the Information Technology Center.

1. All vacation time earned will be credited to the employees' records on July 1 of each year. Employees having completed less than one (1) year of employment prior to July 1 will be credited with earned

vacation at the rate of .42 days per month (rounded off to the nearest one-half [½] day).

2. Employees shall receive graduated vacation benefits as follows:

- a. After one (1) year of employment, one (1) week of five (5) working days shall be granted.
- b. After two (2) years of employment, two (2) weeks or ten (10) working days shall be granted.
- c. After ten (10) years of employment, three (3) weeks or fifteen (15) working days shall be granted.
- d. After fifteen (15) years of employment, four (4) weeks or twenty working days shall be granted.
- e. For purpose of calculating increased vacation benefits listed above, twelve-month employees hired between July 1 and December 31 shall be given credit for a full year of employment on the following July 1. Twelve-month employees hired between January 1 and June 30 shall not receive credit for the partial year except as outlined in E.1. above.

3. All vacation must be taken in the fiscal year subsequent to that in which it was earned unless specific approval to defer vacation time is received from the Superintendent of Schools. In no case may an employee carry more than ten (10) days of vacation from one year to the next. Failure to gain the written approval of the Superintendent of Schools to carry up to ten (10) days of vacation forward shall mean that the vacation time is lost.

4. Upon approval from the Superintendent of Schools, employees may take vacation earned in the first of the year (July 1 – December 31) during the second half of the same year.

All employees covered by this Article shall notify the Superintendent of Schools of requested vacation dates one month in advance. If too many employees working in the same school building apply for vacation during the same weeks so as to impede the operation of the school, the Superintendent of Schools may grant the applied-for-vacation week to the employee who is senior in years of service and require the other or others to apply during different weeks.

5. Effective July 1, 2003, Curiosity Corner Coaches and Facilitators/Coaches shall be twelve (12) month employees and shall receive the same vacation allotment as all other twelve (12) month employees. (See p. 51 of August 13, 2002 award and page 12 of



September 22, 2003 award) Talent Development, Baldrige and Math Facilitators are not part of and not eligible to receive compensation awarded to Facilitators. (See p.12 of September 22, 2003 award).

F. The semi-skilled differential for custodial/maintenance personnel shall be granted upon completion of the ninety (90) day probationary period provided the Building and Grounds Supervisor so recommends. This differential shall be \$1,000.00.

G. Custodial/Maintenance Working Conditions.

Any job, not requiring a special skill, in which overtime pay is a factor, will be distributed in order from a list of all the employees in this division. Any new personnel are to be placed at the bottom of the list.

H. Any custodian or maintenance employee who holds a Black Seal license will receive an annual stipend of \$500, to be paid no later than December 15<sup>th</sup> of each year.

I. The Board will pay the cost for classes for any custodial and maintenance employee to obtain his/her Black Seal license; and the employee will receive the stipend in the year that he/she receives the license, pro rated for that portion of the year that he/she holds the license.

J. In the event that the Board of Education directs an employee to acquire improved skills in a particular area, the Board shall pay for the employee to take the required course.

K. A ten (10) minute clean up period shall be afforded for the custodial and maintenance employees involved with painting, outside grounds work and repairs and maintenance equipment. (see p. 50 of award)

## **ARTICLE XIV**

### **PARAPROFESSIONALS/AIDES**

All paraprofessionals/aides who are hired after January 8, 2002, and work in the Title 1 supportive program, must have an Associate Degree or have two years of post-secondary education or be a high school graduate who can demonstrate on a State or local assessment the skills to assist and teach in reading, writing and math. Existing Title 1 paraprofessionals must meet one of the above requirements within four (4) years - January 8, 2006, an exception would be that paraprofessionals that primarily act as translators solely for parental involvement activities. (see p. 50 of award)

**ARTICLE XV**  
**SECRETARIAL SUMMER HOURS**

During the summer recess, twelve-month building and Central Office secretaries shall work one hour less per day (seven hours including lunch). They may elect not to take lunch during the day and may, therefore, leave after six hours of work. The District shall determine what hours the buildings will be open. Consistent with a 6 or 7 hour work schedule, unit secretaries shall determine, by seniority, which hours they will work and will notify their supervisors of their work schedules prior to the close of school. Hours will be staggered to assure the buildings will be covered by unit secretaries from the start of the day until 3 PM. Absent an emergency, the hours selected may not be changed. The Board retains the right to utilize non-unit members to perform secretarial duties after 3 PM.

**ARTICLE XVI**  
**CUSTODIAL AND MAINTENANCE EMPLOYEES**  
**UNIFORMS AND EQUIPMENT**

- A. The Board shall continue to provide custodial and maintenance staff with uniforms in accordance with past practice.
- B. The Board shall provide custodial and maintenance employees with one (1) pair of safety shoes per year for each employee. The Board shall have the right to require that custodial and maintenance employees wear safety shoes while on duty.
- C. All categories of employees who qualify for uniforms shall receive their full complement no later than October 1 of each year.

## **ARTICLE XVII ASSOCIATION RIGHTS**

The Association will have the right to use school buildings for Association meetings with the advance approval of the administration.

The rights and privileges set forth above shall be granted to the Association as the majority representative of the district employees identified in Article I of this Agreement. These rights shall not be granted to any other organization.

## **ARTICLE XVIII MISCELLANEOUS**

This Agreement shall constitute a Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.

If any provision of the Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

Any individual contract between the Board and an individual staff member, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains language inconsistent with the Agreement, this Agreement, during its duration, shall be controlling.

The Board and the Association agree that there shall be no discrimination and that all practices, procedures, and policies of the school system shall clearly exemptify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of staff members or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.

Whenever any notice is required to be given by either of the parties to this Agreement to each other, pursuant to the provision(s) of the Agreement, either party shall do so by telegram or registered letter at the following addresses:

1. If by Association to Board at:  
Business Administrator/Board Secretary  
Asbury Park Board of Education  
Administrative Offices  
407 Lake Avenue  
Asbury Park, NJ 07712
2. If by Board to Association at:  
John Napolitani, President  
Asbury Park Education Association  
601 Bangs Avenue Suite 708  
Asbury Park, NJ 07712

Copies of the Agreement shall be printed and the expense of same shall be shared equally between the parties.

Throughout the term of this Agreement and the salary years covered thereby, discussions between the Administration and the Association will take place on the items of mutual interest at reasonable times. Agreement arrived at during the pendance of the Agreement and approved by the Board may be added hereto by supplement.

**ARTICLE XIX**  
**AGREEMENTS IN EFFECT**

All other agreements and policies, whether filed with the Public Employment Relations Commission or not, shall continue in effect, except where inconsistent herewith.

ARTICLE XX  
MODIFICATION OF AGREEMENT

Any modification to this Agreement that may be reached by the parties during the term of this Agreement, shall be reduced to writing and signed by the parties.

ARTICLE XXI  
SIGNATURES

This Agreement shall become effective July 1, 2006 through June 30, 2009.

IN WITNESS THEREOF, the parties hereto have set their hand and seals to this Agreement.

ASBURY PARK BOARD OF  
EDUCATION

By: [Signature]  
President  
Robert D. Santo  
Date: 5/31/07

ASBURY PARK EDUCATION  
ASSOCIATION

By: [Signature]  
President  
John P. Napolitano Jr.  
Date: 5/31/07

Attest:

By: [Signature]  
Board Secretary  
Aiman Mahamad  
Date: 5/31/07

Attest:

By: [Signature]  
Secretary  
Paul J. Murphy  
Date: 5/31/07

**Schedule A – Teacher's Salary Guide**  
**2006-2007**

Step	BA	MA	MA+30
1-2	45,700	48,400	50,700
3	46,700	49,400	51,700
4	47,700	50,400	52,700
5	48,700	51,400	53,700
6	49,700	52,400	54,700
7	50,700	53,400	55,700
8	51,700	54,400	56,700
9	52,700	55,400	57,700
10	55,425	58,125	60,425
11	58,350	61,050	63,350
12	61,475	64,175	66,475
13	64,800	67,500	69,800
14	68,325	71,025	73,325
15	72,050	74,750	77,050
16	72,050	74,750	77,050
17	75,975	78,675	80,975
18	80,100	82,800	85,100

**Schedule A – Teacher's Salary Guide**  
**2007-2008**

Step	BA	MA	MA+30
1	47,765	50,565	53,065
2-3	48,265	51,065	53,565
4	49,265	52,065	54,565
5	50,265	53,065	55,565
6	51,265	54,065	56,565
7	52,265	55,065	57,565
8	53,265	56,065	58,565
9	54,265	57,065	59,565
10	56,985	59,785	62,285
11	59,930	62,730	65,230
12	63,075	65,875	68,375
13	66,420	69,220	71,720
14	69,965	72,765	75,265
15	73,710	76,510	79,010
16	77,655	80,455	82,955
17	77,655	80,455	82,955
18	81,800	84,600	87,100

**Schedule A – Teacher's Salary Guide**  
**2008-2009**

Step	BA	MA	MA+30
1-2	50,085	52,985	55,885
3-4	50,585	53,485	56,385
5	51,585	54,485	57,385
6	52,585	55,485	58,385
7	53,590	56,490	59,390
8	54,590	57,490	60,390
9	56,440	59,340	62,240
10	58,860	61,760	64,660
11	61,780	64,680	67,580
12	64,900	67,800	70,700
13	68,220	71,120	74,020
14	71,740	74,640	77,540
15	75,460	78,360	81,260
16	79,380	82,280	85,180
17+	83,500	86,400	89,300
17+	83,500	86,400	89,300

**Schedule B – Secretary's Salary Guide**

Step	2006-2007	2007-2008	2008-2009
1	30,768	32,912	35,277
2	31,768	33,912	36,277
3	32,768	34,912	37,277
4	33,768	35,912	38,277
5	35,843	36,912	39,277
6	38,118	39,187	40,277
7	40,593	41,662	42,752
8	43,268	44,337	45,427
9	46,278	47,347	48,437
10	49,763	50,832	51,922
MAX	53,448	54,517	55,607

Secretaries with an Associates Degree will be paid \$1,500.00 in addition to their guide salaries. Secretaries with a Bachelors Degree will be paid \$3,000.00 in addition to their guide salaries.

**Schedule C – Custodial-Maintenance Salary Guide**

Step	2006-2007	2007-2008	2008-2009
1	28,839	30,533	33,080
2	29,839	31,533	34,080
3	31,409	32,533	35,080
4	33,809	34,933	36,080
5	36,409	37,533	38,680
6	39,209	40,333	41,480
7	42,209	43,333	44,480
8	45,409	46,533	47,680
9	48,809	49,933	51,080
10	52,409	53,533	54,680
MAX	56,209	57,333	58,480

**Schedule D - Cafeteria, Attendance Officers, Security Guards, Aides, and Coaches' Salary Guides**

**BAKER**

Step	2006-2007	2007-2008	2008-2009
1	26,261	28,225	29,962
2	26,761	28,725	30,462
3	27,261	29,225	30,962
4	28,841	29,725	31,462
5	30,176	31,060	31,962
6	32,031	32,915	33,817
7	33,996	34,880	35,782
8	36,121	37,005	37,907
9	38,596	39,480	40,382
10	41,296	42,180	43,082
MAX	44,196	45,080	45,982

**ASST BAKER**

Step	2006-2007	2007-2008	2008-2009
1	16,587	17,045	17,512
2	17,037	17,495	17,962
3	17,527	17,985	18,452
4	18,057	18,515	18,982
5	18,627	19,085	19,552
6	19,237	19,695	20,162
7	19,887	20,345	20,812
8	20,577	21,035	21,502
9	21,307	21,765	22,232
10	22,077	22,535	23,002
MAX	22,887	23,345	23,812

**SCHEDULE D - DROP OUT PREVENTION**

Step	2006-2007	2007-2008	2008-2009
1	31,487	32,402	33,335
2	32,687	33,602	34,535
3	33,937	34,852	35,785
4	35,237	36,152	37,085
5	36,587	37,502	38,435
6	37,987	38,902	39,835
7	39,437	40,352	41,285
8	40,937	41,852	42,785
9	42,487	43,402	44,335
10	44,087	45,002	45,935
MAX	45,737	46,652	47,585

**SECURITY GUARDS**

Step	2006-2007	2007-2008	2008-2009
1	26,919	28,424	30,035
2	27,419	28,924	30,535
3	27,919	29,424	31,035
4	29,119	29,924	31,535
5	30,409	31,214	32,035
6	31,799	32,604	33,425
7	33,289	34,094	34,915
8	34,879	35,684	36,505
9	36,569	37,374	38,195
10	38,359	39,164	39,985
MAX	40,249	41,054	41,875

**SCHEDULE D - TEACHER AIDES**

Step	2006-2007	2007-2008	2008-2009
1	25,110	25,632	26,292
2	25,685	26,257	26,917
3	26,285	26,907	27,567
4	26,935	27,582	28,242
5	27,635	28,282	28,942
6	28,360	29,007	29,667
7	29,110	29,757	30,417
8	29,885	30,532	31,192
9	30,685	31,332	31,992
10	31,510	32,157	32,817
MAX	32,360	33,007	33,667



**SCHEDULE D - DRIVER**

Step	2006-2007	2007-2008	2008-2009
1	21,807	22,406	23,017
2	22,542	23,141	23,752
3	23,297	23,896	24,507
4	24,072	24,671	25,282
5	24,867	25,466	26,077
6	25,662	26,261	26,872
7	26,477	27,076	27,687
8	27,312	27,911	28,522
9	28,172	28,771	29,382
10	29,052	29,651	30,262
MAX	29,952	30,551	31,162

**GENERAL HELPER 7 HOUR**

Step	2006-2007	2007-2008	2008-2009
1	14,280	14,703	15,135
2	14,775	15,198	15,630
3	15,310	15,733	16,165
4	15,885	16,308	16,740
5	16,500	16,923	17,355
6	17,155	17,578	18,010
7	17,875	18,298	18,730
8	18,635	19,058	19,490
9	19,435	19,858	20,290
10	20,275	20,698	21,130
MAX	21,155	21,578	22,010

**GENERAL HELPER 4 HOUR**

Step	2006-2007	2007-2008	2008-2009
1	7,221	7,427	7,638
2	7,441	7,647	7,858
3	7,681	7,887	8,098
4	7,941	8,147	8,358
5	8,221	8,427	8,638
6	8,521	8,727	8,938
7	8,841	9,047	9,258
8	9,181	9,387	9,598
9	9,541	9,747	9,958
10	9,921	10,127	10,338
MAX	10,321	10,527	10,738

CO-CURRICULAR STIPEND GUIDE

TITLE	SCHOOL	AMOUNT 2006-2007	AMOUNT 2007-2008	AMOUNT 2008-2009
Spanish Club	High School	\$825.00	\$865.00	\$908.00
Health Club	High School	\$1,374.00	\$1,441.00	\$1,512.00
Honor Society	High School	\$1,031.00	\$1,082.00	\$1,135.00
Science Club	High School	\$671.00	\$704.00	\$738.00
Kiwanis Key Club	High School	\$1,374.00	\$1,441.00	\$1,512.00
Year Book/Newsletter	Bradley	\$1,484.00	\$1,557.00	\$1,633.00
TWIRL, SWFLG&CGD	High School	\$839.00	\$880.00	\$923.00
Color Guard	High School	\$4,123.00	\$4,325.00	\$4,537.00
Year Book	High School	\$1,125.00	\$1,180.00	\$1,238.00
Ensemble Coord.	High School	\$1,125.00	\$1,180.00	\$1,238.00
Ensemble Coord.	Middle School	\$1,232.00	\$1,292.00	\$1,356.00
Year Book	Middle School	\$687.00	\$721.00	\$756.00
SADD Advisor	High School	\$525.00	\$551.00	\$578.00
Class Advisor	Middle School (8th Grade)	\$687.00	\$721.00	\$756.00
Class Advisor	High School	\$687.00	\$721.00	\$756.00
Class Advisor	(Freshman)	\$687.00	\$721.00	\$756.00
Class Advisor	High School	\$687.00	\$721.00	\$756.00
Class Advisor	(Sophomore)	\$687.00	\$721.00	\$756.00
Class Advisor	High School (Junior)	\$2,062.00	\$2,163.00	\$2,269.00
Student Council	Middle School	\$1,049.00	\$1,100.00	\$1,154.00
Student Council	High School	\$2,417.00	\$2,535.00	\$2,660.00
Band Director	High School	\$8,250.00	\$8,654.00	\$9,078.00
Newspaper	Bangs	\$1,374.00	\$1,441.00	\$1,512.00
Year Book	Bangs	\$653.00	\$685.00	\$719.00
Gentlemen of Dist.	District	\$687.00	\$721.00	\$756.00
Ladies of Essence	District	\$687.00	\$721.00	\$756.00
Student Activities	Middle School	\$1,180.00	\$1,238.00	\$1,298.00

Note: Positions not listed will have to have rates negotiated prior to appointment.

COACHES' SALARY GUIDES		2007-08		2006-07	
Head Coach		2007-08		2006-07	
Football	Salary	Step	10,000.00	Step	9,000.00
		1.00	10,000.00	1.00	9,000.00
		2.00	11,000.00	2.00	10,000.00
		3.00	12,000.00	3.00	11,000.00
		4.00		4.00	12,000.00
Basketball, Baseball, Soccer, Track(out), Wrestling, Swimming	Salary	Step	6,000.00	Step	6,000.00
		1.00	6,000.00	1.00	6,000.00
		2.00	7,000.00	2.00	7,000.00
		3.00	8,000.00	3.00	8,000.00
		4.00	9,000.00	4.00	9,000.00
		5.00	10,000.00	5.00	10,000.00
Bowling, X Country, Tennis, Track(in), Volleyball, Golf, Cheerleading, Strength and Conditioning, Equipment Manager	Salary	Step	5,000.00	Step	5,000.00
		1.00	5,000.00	1.00	5,000.00
		2.00	6,000.00	2.00	6,000.00
		3.00	7,000.00	3.00	7,000.00
		4.00	8,000.00	4.00	8,000.00
		5.00	9,000.00	5.00	9,000.00
		6.00	10,000.00	6.00	10,000.00
Basketball, Baseball, Soccer, Track(out), Wrestling, Swimming	Salary	Step	4,000.00	Step	4,000.00
		1.00	4,000.00	1.00	4,000.00
		2.00	5,000.00	2.00	5,000.00
		3.00	6,000.00	3.00	6,000.00
		4.00	7,000.00	4.00	7,000.00
		5.00	8,000.00	5.00	8,000.00
		6.00	9,000.00	6.00	9,000.00
		7.00	10,000.00	7.00	10,000.00
Bowling, X Country, Tennis, Track(in), Volleyball, Golf, Cheerleading, Strength and Conditioning, Equipment Manager	Salary	Step	3,000.00	Step	3,000.00
		1.00	3,000.00	1.00	3,000.00
		2.00	4,000.00	2.00	4,000.00
		3.00	5,000.00	3.00	5,000.00
		4.00	6,000.00	4.00	6,000.00
		5.00	7,000.00	5.00	7,000.00
		6.00	8,000.00	6.00	8,000.00
		7.00	9,000.00	7.00	9,000.00
		8.00	10,000.00	8.00	10,000.00
Basketball, Baseball, Soccer, Track(out), Wrestling, Swimming	Salary	Step	2,000.00	Step	2,000.00
		1.00	2,000.00	1.00	2,000.00
		2.00	3,000.00	2.00	3,000.00
		3.00	4,000.00	3.00	4,000.00
		4.00	5,000.00	4.00	5,000.00
		5.00	6,000.00	5.00	6,000.00
		6.00	7,000.00	6.00	7,000.00
		7.00	8,000.00	7.00	8,000.00
		8.00	9,000.00	8.00	9,000.00
		9.00	10,000.00	9.00	10,000.00
Basketball, Baseball, Soccer, Track(out), Wrestling, Swimming	Salary	Step	1,000.00	Step	1,000.00
		1.00	1,000.00	1.00	1,000.00
		2.00	2,000.00	2.00	2,000.00
		3.00	3,000.00	3.00	3,000.00
		4.00	4,000.00	4.00	4,000.00
		5.00	5,000.00	5.00	5,000.00
		6.00	6,000.00	6.00	6,000.00
		7.00	7,000.00	7.00	7,000.00
		8.00	8,000.00	8.00	8,000.00
		9.00	9,000.00	9.00	9,000.00
		10.00	10,000.00	10.00	10,000.00
Basketball, Baseball, Soccer, Track(out), Wrestling, Swimming	Salary	Step	500.00	Step	500.00
		1.00	500.00	1.00	500.00
		2.00	1,000.00	2.00	1,000.00
		3.00	1,500.00	3.00	1,500.00
		4.00	2,000.00	4.00	2,000.00
		5.00	2,500.00	5.00	2,500.00
		6.00	3,000.00	6.00	3,000.00
		7.00	3,500.00	7.00	3,500.00
		8.00	4,000.00	8.00	4,000.00
		9.00	4,500.00	9.00	4,500.00
		10.00	5,000.00	10.00	5,000.00

Note: as you move through the guide, that is your increase.

Guides will stay the same for all three years with a \$300.00 a year longevity at the top of the guide. Employees not on OG Steps in 2006-2007 will not move to OG Steps. Once the employees on these steps resign or retire, the OG Step will disappear.

ADVISORS HOURLY SUPPLEMENTAL WAGES						
POSITION	SCHOOL	2006-2007		2007-2008		2008-2009
		RATE 1	RATE 2	RATE 1	RATE 2	RATE 1
After School Chorus	Bangs	\$30.00		\$35.00		\$35.00
After School Art	Bangs	\$30.00		\$35.00		\$35.00
After School	Bangs	\$30.00		\$35.00		\$35.00
Detention						
Astronauts Club	Bangs	\$30.00		\$35.00		\$35.00
Yearbook	Bangs	\$30.00		\$35.00		\$35.00
Newspaper	Bangs	\$30.00		\$35.00		\$35.00
Before & After	Bangs	\$27.50				
School Supervision						
After School	Bangs	\$30.00	\$25.00	\$35.00	\$30.00	\$35.00
Academy Teachers						
Before & After	Bradley	\$27.50		\$30.00		\$30.00
School Security						
After School Chorus	Bradley	\$30.00		\$35.00		\$35.00
After School	Bradley	\$30.00		\$35.00		\$35.00
Detention						
After School	Bradley	\$30.00	\$25.00	\$35.00	\$30.00	\$35.00
Academy Teachers						
Summer Equipment	High School	\$15.00				
Mgr						
Saturday Detention	High School	\$30.00		\$35.00		\$35.00
Teacher						
After School	High School	\$30.00		\$35.00		\$35.00
Detention Teacher						
Academic Coach (all sports)	High School	\$30.00		\$35.00		\$35.00
Open Gym (AM Fall)	High School	\$30.00		\$35.00		\$35.00
Homework Lab	Middle School	\$30.00		\$35.00		\$35.00
GEPA Academy	Middle School	\$30.00	\$25.00	\$35.00	\$30.00	\$30.00
Saturday Detention	Middle School	\$30.00		\$35.00		\$35.00
After School	Middle School	\$30.00		\$35.00		\$35.00
Detention						
Project Venture	Middle School	\$35.00				
Chaperone						
Algebra Club Advisor	Middle School	\$30.00		\$35.00		\$35.00
After School Chorus	Thurgood Marshall	\$30.00		\$35.00		\$35.00
After School Art	Thurgood Marshall	\$30.00		\$35.00		\$35.00
After School	Thurgood Marshall	\$30.00	\$25.00	\$35.00	\$30.00	\$35.00
Academy Teachers						\$30.00

All other student contact assignments by certified staff members and approved by the Board, shall be compensated at the rate of \$30.00 per hour in 2006-2007 and \$35.00 per hour in 2007-2008 and 2008-2009.

Non-student contact assignment by certified staff members and approved by the Board, shall be compensated at the rate of \$25.00 per hour in 2006-2007, \$30.00 per hour in 2007-2008, and 2008-2009.